



LIST OF COURSES FOR DIPLOMA IN OFFICE MANAGEMENT AND SECRETARYSHIP (DMS)  
FOR MATRIC NO 141XXX AND ABOVE

MPU COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDITS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	MPU2163 OR	MALAYSIAN STUDIES (FOR LOCAL STUDENTS)	3	3	SOSS	
	MPU2133	BAHASA MELAYU KOMUNIKASI 1 (FOR INTERNATIONAL STUDENTS)			CEL	
2	MPU2213	BAHASA KEBANGSAAN A (FOR LOCAL STUDENTS WHO DO NOT EARN CREDIT IN BAHASA MELAYU AT SPM LEVEL)	3	3	CEL	
	*MPU2233 OR	PRESENTATION SKILLS				
	*MPU2253	PROCESS WRITING				
3	MPU2323 OR	POLITICAL SCIENCE	3	3	SOSS	
	MPU2343	HUMAN RELATIONS			SOM	
4	MPU2412 OR	IBADAH CAMP (FOR MUSLIM STUDENTS)	2		SOSS	
	MPU2422	INTERCULTURAL PROGRAM (FOR NON MUSLIM STUDENTS)			SOSS	

TOTAL CREDITS FOR MPU COMPULSORY COURSES = 11

COLLEGE COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDITS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	CEL1231	INTERMEDIATE ENGLISH 1	3	3	CEL	
2	CEL1232	INTERMEDIATE ENGLISH 2	3	3	CEL	CEL 1231
3	CEL2233	ADVANCED ENGLISH 1	3	3	CEL	CEL 1232
4	CEL2234	ADVANCED ENGLISH 2	3	3	CEL	CEL 2233
5	CEL3231	BUSINESS COMMUNICATION	3	3	CEL	CEL 2234

TOTAL CREDITS FOR COLLEGE COMPULSORY COURSES = 15

CORE COURSES

NO	COURSE CODE	COURSE NAME	CREDITS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	DOM1231	OFFICE SYSTEM AND ADMINISTRATION	3	3	SOM	
2	DOM1232	INFORMATION SKILLS	3	3	SOM	
3	DOM1233	KEYBOARDING	3	3	SOM	
4	DOM2231	NOTE TAKING SKILLS	3	3	SOM	
5	DOM2232	OFFICE WRITTEN AND DOCUMENTATION	3	3	SOM	DOM1231
6	DOM2233	RECORDS MANAGEMENT AND DOCUMENTATION	3	3	SOM	
7	DOM2234	PRINCIPLES OF ACCOUNTING	3	3	SOM	
8	DOM2235	INTERPERSONAL COMMUNICATION	3	3	SOM	
9	DOM2236	PUBLIC SPEAKING	3	3	SOM	
10	DOM2237	EVENT PLANNING	3	3	SOM	
11	DOM3231	INTRODUCTION TO PUBLIC RELATION	3	3	SOM	
12	DOM3232	LAW AND PROCEDURE OF MEETING	3	3	SOM	LAW3235
13	QBA1232	BUSINESS MATHEMATICS	3	3	SOM	
14	BUS1231	INTRODUCTION TO BUSINESS	3	3	SOM	
15	BUS1234	PRINCIPLES AND PRACTICE OF MANAGEMENT	3	3	SOM	
16	BUS2236	ORGANIZATIONAL BEHAVIOUR	3	3	SOM	BUS1234
17	LAW3235	BUSINESS LAW	3	3	SOM	
18	DCT1231	COMPUTER APPLICATION	3	4	SICT	
19	MAS3231	INTRODUCTION TO MANDARIN LANGUAGE	3	3	CEL	
20	PTD3231	PRACTICAL TRAINING	3	3	SOM	COMPLETE 87 CREDIT HOURS
21	SOS2231	ETHICS IN DAILY LIFE	3	3	SOSS	

TOTAL CREDITS FOR CORE COMPULSORY COURSES = 61

ELECTIVE COURSES - TO COMPLETE ONLY ONE (1) COURSE

NO	COURSE CODE	COURSE NAME	CREDITS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	IRK2231	CONCEPTS OF ISLAMIC BELIEF	3	3	SOSS	
2	IRK2235	BIOGRAPHY OF PROPHET MUHAMMAD S.A.W	3	3	SOSS	
3	ARB1231 OR	INTRODUCTION TO ARABIC LANGUAGE FOR BEGINNERS	3	3	CEL	
	ARB1232	INTRODUCTION TO ARABIC LANGUAGE				
4	DBE2234	HUMAN RESOURCE MANAGEMENT	3	3	SOM	BUS1234
5	DEC3237	INTRODUCTION TO IT	3	3	SICT	

TOTAL CREDITS FOR ELECTIVE COURSE = 3

TOTAL CREDITS TO COMPLETE PROGRAMME = 92

\*Students with credit Bahasa Melayu in SPM must complete 3 credits from MPU2233 Presentation Skills or MPU2253 Process Writing

  
NURFARAH HANIFFA BINTI RIFIN  
Head of Programme (DMS)  
School of Management  
International Islamic College

19/10/16

**STUDY PLAN FOR DIPLOMA IN OFFICE MANAGEMENT & SECRETARYSHIP (MATIC NO 141XXX AND ABOVE)**

LIST OF COURSES :	YEAR 1			YEAR 2			YEAR 3			
	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3	
INTERMEDIATE ENGLISH 1 CEL1231	INTERMEDIATE ENGLISH 2 CEL1232	ADVANCED ENGLISH 1 CEL2233	ADVANCED ENGLISH 2 CEL2234	BUSINESS COMMUNICATION CEL3231	EVENT PLANNING DOM2237	INTRODUCTION TO PUBLIC RELATION DOM3231	PRACTICAL TRAINING PTD3231			
MALAYSIAN STUDIES MPU2163 / BAHASA MELAYU KOMUNIKASI 1 MPU2133	BAHASA KEBANGSAAN A MPU2213 / PRESENTATION SKILLS MPU2233 / PROCESS WRITING MPU2253	POLITICAL SCIENCE MPU2323 / HUMAN RELATIONS MPU2343	NOTE TAKING SKILLS DOM2231	PRINCIPLES OF ACCOUNTING DOM2234	ORGANIZATIONAL BEHAVIOUR BUS2236	LAW AND PROCEDURE OF MEETING DOM3232				
BUSINESS MATHEMATICS QBA1232	OFFICE SYSTEM AND ADMINISTRATION DOM1231		OFFICE WRITTEN AND DOCUMENTATION DOM2232	INTERPERSONAL COMMUNICATION DOM2235	BUSINESS LAW LAW3235	INTRODUCTION TO MANDARIN LANGUAGE MAS3231				
INTRODUCTION TO BUSINESS BUS1231	INFORMATION SKILLS DOM1232		RECORDS MANAGEMENT AND DOCUMENTATION DOM2233	PUBLIC SPEAKING DOM2236		ELECTIVE				
PRINCIPLES & PRACTICES OF MANAGEMENT BUS1234	KEYBOARDING DOM1233		COMPUTER APPLICATION DCT1231	ETHICS IN DAILY LIFE SOS2231		IBADAH CAMP MPU2412 / INTERCULTURAL PROGRAM MPU2422				
	USRAH: AM I A GOOD MUSLIM (MUSLIM) USR2001 OR CURRENT ISSUES (NON MUSLIM) USR2005		USRAH: PROFESSIONAL MUSLIM TO BE OR NOT TO BE (MUSLIM) USR2001 OR CULTURAL PERSEPECTIVE VIEW (NON MUSLIM) USR2006	USRAH: VIRTUE VS VICES USR2003		USRAH: JUNIOR APPRENTICE USR2004				
<b>15</b>	<b>15</b>	<b>6</b>	<b>15</b>	<b>15</b>	<b>9</b>	<b>14</b>	<b>3</b>	<b>92</b>	<b>14</b>	<b>92</b>

07 NOV 2016